

FINANCE DEPARTMENT PROCESSES

Purchasing

1. In order to make a purchase, please submit a purchase request form (see attached) to Cornelia, our procurement specialist.
 - a. Purchase request forms require a business purpose.

A business purpose covers the 5 Ws: who, what, where, when, and why. A description of how the purchase benefits the award (for restricted indices) or how it benefits UNM (for unrestricted indices) is also necessary information.

- b. An index number must be provided.
- c. Purchase requests require PI approval.
- d. Capital equipment purchases (items \$5,001 and more) must have a budget line in a restricted award. If there is no budget line, we must submit a budget revision for agency approval prior to purchase of the equipment. Equipment purchased must be received at UNM prior to the end of an award in order for it to be charged to that award.

2. Sandia National Labs Awards

All purchases made on a Sandia National Labs award will be reviewed by Sandy prior to purchase. There must be a budget line for the requested item and sufficient funds in the line to cover the purchase. If there is no budget line for the requested item or if there are not enough funds in the line, then we must submit an internal budget revision prior to purchase. This re-budgeting process is currently taking more than 1.5 months as the changes must be approved by the PI, Department Chair, Contracts and Grants, OSP, and the agency.

Travel

1. **Prior to travel**, please submit a Pre-Travel Approval form to Cornelia. (see attached)
 - a. Pre-Travel Approval forms also require a business purpose using the 5 Ws and describing the benefit to the award or to UNM. The travel must relate to the award.
 - b. An index number must be provided.
 - c. The form must be signed by the traveler's supervisor. For students, the supervisor is the PI on the index. For faculty, the form must be signed by the department chair. For the Department Chair, the form must be signed by the Dean.
 - d. A federal award cannot be used to pay for travel for personnel who are not or have not ever been supported on an award.
 - e. We encourage travelers (especially students) to submit travel requests early so that the department can pay for airfare, hotel, and conference registration with the department PCard. UNM strongly encourages student travel to be purchased PCard and not out of pocket.
2. Special Travel Considerations
 - a. If a student graduates prior to the travel, and the PI wishes to pay for attendance at a conference, the PI will have to use an unrestricted index for the travel.

- b. If your travel request includes personal travel and you wish to use a restricted index for the travel, the department cannot pay for your airfare and hotel prior to the travel. You will have to submit a travel reimbursement form (attached).
- c. If you wish to rent a car, the preferred providers are National and Enterprise. If you do not use either one of those vendors, you will have to write a justification for why you chose a different vendor.
- d. If you plan to drive instead of fly please meet with Cornelia prior to travel. There are special rules we have to follow in order to reimburse your expenses. You will have to justify your decision to drive instead of fly. You will also have to provide 3 airline quotes for the travel dates.

Reimbursement

1. In order to be reimbursed for items or travel expenses, please complete a reimbursement form (attached).
2. Receipts for expenses must be submitted.
3. You must provide proof of payment. If you provide a credit card statement, please submit it in PDF form. All personal information must be redacted.
4. The following deadlines are taken from UNM policy and procedure manual. They are part of the IRS Accountable Plan, and they are non-negotiable:

In order to qualify as an accountable plan, travel reimbursement and payment requests must be submitted and appropriately substantiated in Chrome River Expense within sixty (60) calendar days of the last day of travel. Requests not submitted within sixty (60) calendar days after the conclusion of the travel, and those without a valid UNM business purpose, **will be included in the employee's wages, subject to tax withholding, and reported to the IRS and the employee on the applicable IRS form. Reimbursements and payments will not be processed if submitted more than one hundred and eighty (180) calendar days after the last day of travel.**

The traveler, not the staff processing the requests, is responsible for meeting the deadline.

Student Contracts

1. To request a contract for a research assistant or a project assistant, please email Cornelia with the following information:
 - a. Student Name
 - b. Banner ID #
 - c. Index number
 - d. Is the student pre-masters or post-masters
 - e. Rate of pay
 - f. Bargaining unit minimum pay guidelines can be found at :
<https://oap.unm.edu/graduate-assistantship-resources/salary-guidelines.html>
 - g. FTE (ie .5 FTE 20 hours, .25 FTE 10 hours)
 - h. Tuition credits

2. Cornelia sends out requests for student contract information around 7 or 8 weeks prior to the start of the Fall, Spring, and Summer semesters. She creates the contracts requested, and Sandy reviews the funding available for the student support. This process takes about 2 weeks of non-stop work on our part in order to submit all of the contracts.
3. If you wish to review your awards with Sandy in order to plan your student support, please email her for an appointment.
4. We **must** submit the contracts 20 days before the contract start date. The bargaining agreement requires us to give the students 10 days to review their contracts. We also have to give OGS 10 days to review and process the contracts.
5. The student may not work without an active contract. If their current contract ends on 8/15 and their new contract does not start until 9/1, then they cannot work for the 15 days between contracts.

Student Employment

1. To request an hourly paid student, please submit the following information to Erika:
 - a. Student Name
 - b. Banner ID #
 - c. Index number
 - d. Rate of Pay
 - e. NM minimum wage is currently \$12 per hour
 - f. The minimum wage on a federal award is currently \$16.20 per hour
 - g. Number of hours per week the student is allowed to work
2. Erika will meet with Sandy to ensure there is sufficient funding for the hire.
3. The student may not start work until they have been authorized to do so by Student Employment.
4. It is up to the supervisor to ensure that the student does not work more than the budgeted hours.

Proposals

1. To request assistance for a single PI proposal please email the following information to Scott Roberts at sroberts25@unm.edu at least 2 weeks prior to the proposal due date and at least 5 weeks prior if there is a subaward. Sub awardees usually have to run their budgets and SOW through their sponsored projects office, and that takes a few weeks at best.:
 - a. A link to the solicitation
 - b. The proposal due date
 - c. Project period dates
 - d. Total budget amount
 - e. Personnel to be supported
 - f. A list of any special budget requests
 - g. Contact information for any sub awardees or collaborators
 - h. Project title
 - i. Preferred OSP appointment time and date

2. To request assistance for a large multi-PI proposal or a proposal with several sub awardees, please contact Isela Balli, our SOE Faculty Research Support Officer, at iselab@unm.edu or request support from the Faculty Research Development Office at the following link: https://frdo.unm.edu/?q=proposal_support .

Internal Budget Revisions

1. Some changes in budget lines such as reducing a PI's effort by more than 25% or requesting approval for equipment that was not included in a proposal requires an internal budget revision and approval from the agency.
2. To request assistance with an internal budget revision, please contact Sandy. She will work with you to determine how to reallocate the funds in your award.
3. Scott will create the internal budget revision and reach out to you for justification verbiage and signature.
4. Any change in a budget line on a Sandia National Labs contract requires an internal budget revision and approval from the SNL contracting officer.

Projections and Reconciliations

1. There are currently 3 ways to review the current status of your awards:
 - a. Your award projection spreadsheets can be viewed in your folder in Share Point
 - b. You can email Sandy and ask that she send you the most current projections. She can send them via email or via One Drive. If you prefer to see them in a PDF format rather than in the Excel format, please let her know.
 - c. You can request a meeting with Sandy to review the awards and discuss plans for the award. She is available on Zoom, Teams, or in person.